How to Submit a Waiver and Have Your Supervisor Approve It

Employees must submit waivers for training. Supervisors cannot submit waivers in this new version. NOTE: If employee cannot submit a waiver, please email rmccullough@usgs.gov or dsspahr@usgs.gov a list of names that need to be waived.

-Employee logs into DOI LEARN: http://www.doi.gov/doilearn
-Click on "My Required Learning" or "My Elective Learning" to find the course to submit the waiver
-Click "Submit Waiver Request"
-Type a title for your request (ie. USGS Waive 'course title')
-Provide a Reason for Waiving or it may be denied
-Click "Submit"   and   click "Close Record"

Supervisors or Program Managers:

-Anyone with Supervisor or Program Manager role, log into DOI LEARN: http://www.doi.gov/doilearn
-Click on "Administration"
-Click on "Learning Activities"
-Click on "Waiver Requests"
-Search for the Username to waive
-Select the radio button next to their name and click "Edit"
-Click Approve or Deny to approve the waiver
NOTE: If you add a review comment, you must click "Update" first and then "Approve"
-Click "Close Record" when finished

Instructor Role:

Anyone with Instructor role, can log into DOI LEARN: http://www.doi.gov/doilearn
-Click on "Administration"
-Click on "Learning Activities"
-Click on "Mass Assignment"
-Click on the OLT tab and Search for the "Federal Information Systems"
-Select the Radio button next to FISSA+ Course and click "Edit"
-Search for the employee's name to drop the course from and select the Radio Button next to their name
-Click Drop **(DO NOT CLICK DROP ALL IN THE RIGHT TOP CORNER EVER)**
-Choose a Drop Reason from the drop down menu and provide comment if you need to
-Click "Save"
-Click "Close Record"